

## U.S. Mission to Tunisia

JOB ANNOUNCEMENT # 20/08

October 16, 2008

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SUBJECT: Agricultural Specialist

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**OPEN TO:** US Citizen Eligible Family Members (USEFMs)-All Agencies  
Current Employees of the Mission, US Citizen Eligible Family Members (USEFMs), and Members of Household (MOH)-All Agencies

**POSITION:** Agricultural Specialist, FSN-11/ FP-4

**OPENING DATE:** October 16, 2008

**CLOSING DATE:** October 30, 2008

**WORK WEEK:** 40 hours per week

**SALARY:** Not-Ordinarily Resident: (Position is graded at the full performance level of Grade: FP-4)  
Ordinarily Resident: TD 31,086 per year (Position is graded at the full performance level of Grade: FSN-11).

**DEPENDING ON QUALIFICATIONS & EXPERIENCE, THE US MISSION RESERVES THE RIGHT TO HIRE SELECTED CANDIDATE AT A LOWER TRAINEE GRADE LEVEL.**

NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF USG EMPLOYEES OFFICIALLY ASSIGNED TO POST AND UNDER CHIEF OF MISSION AUTHORITY MUST BE RESIDING IN COUNTRY AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Tunis is seeking an individual to fill the position of Agricultural Specialist in the Office of Agricultural Affairs (OAA).

**BASIC FUNCTION OF POSITION:**

Serves as assistant to the Regional Agricultural Attaché. Assists the Attaché in developing and carrying out U.S. market development and expansion objectives, reporting on agricultural situation and markets, and representing United States Department of Agriculture (USDA) interests in Tunisia.

**MAJOR DUTIES AND RESPONSIBILITIES:**

**A. USDA Representation**

- ◆ As the principal agricultural expert at post, assists regional Agricultural Attaché in developing the posts agricultural country plan. Plans, oversees, and participates in the full range of agricultural research, reporting, trade promotion, technological exchange and related activities in a program of broad scope and complexity. Acts with a high degree of independence and is expected to participate in conferences and seminars, to give public speeches on agricultural and similar professional attributes, and to exercise substantial influence on policy decisions made by American officials because of expert judgment and acumen on agricultural issues.
- ◆ Provides counsel to the Ambassador/ Deputy Chief of Mission on agricultural issues. Working with the Pol/Econ office, keeps Embassy informed of Office of Agricultural Affairs (OAA) activities and issues, and operates within Embassy guidelines.
- ◆ Develops and maintains contacts with senior host government officials and with public and private sector officials. Works closely with local government officials to resolve regulatory and sanitary problems involving agricultural trade. Recommends solutions to such problems and assist the Regional Agricultural Attaché in discussions and negotiations with host government officials.
- ◆ Prepares itineraries, briefs, and accompanies official U.S. government visitors to meetings with Government of Tunisia (GOT) officials and with private sector individuals. Subjects range from economic to technical matters.
- ◆ Prepares material for use by regional Agricultural Attaché in bilateral negotiations

## **B. Market Development**

- ◆ Plays a key role in planning, designing, evaluating, and monitoring OAA market promotions activities. Supervision from the Regional Agricultural Attaché is minimal and usually confirmed to setting policy and program objectives and priorities. Assumes the responsibility for performing the most difficult and complex work including planning and monitoring the use of Section 108 local currencies for market development activities.
- ◆ Identifies and evaluates potential markets for U.S. agricultural products, dealing with such aspects as market development and expansion, and constraints, e.g., marketing infrastructure, foreign competition, trade barriers, estimated consumer requirements, or local preferences. Provides counsel to the Agricultural Attaché in formulating market development activity proposals.
- ◆ Renders assistance to and advises Tunisian firms and government offices seeking U.S. agricultural products and to American tradesmen seeking to develop and expand market for U.S. agricultural products in Tunisia. Briefs visitors, assisting them in making appointments or travel itineraries and, when appropriate, accompanying them to meetings with tradesmen and government officials. May serve as interpreter.
- ◆ Monitors and assists Foreign Agricultural Service (FAS) Cooperators market development activities. Includes advising them on economic and agricultural conditions, reviewing their annual marketing plans to ascertain the stability of activity proposals, monitoring the billings submitted by Cooperators to insure compliance with FAS regulations.
- ◆ Participates in the planning and implementation of FAS market development events such as trade shows and seminars. Includes overseeing site selection, preparation for an execution of such events. Provides information useful in judging potential for U.S. trade development with host country. Develops plans and procedures for providing U.S.

officials, U.S. exporters and local importers with prompt service for obtaining the latest and most complete information on agricultural developments in host country.

- ♦ Assists the Regional Agricultural Attaché in developing and maintaining contacts with key officials in government ministries and regional offices, agricultural and trade associations, private agribusiness firms and academic institutions, and services these contacts.
- ♦ Prepares replies to inquiries from U.S. exporters concerning demand and market conditions for specific commodities.
- ♦ Drafts replies to inquiries from local businesspeople, trade associations, etc., concerning U.S. market situation and regulations.

### **C. Reporting and Research**

- ♦ Performs analytical reporting of broad scope and complexity in the field of agricultural production and marketing. This includes drafting required reports and voluntary reports on agricultural conditions and individual commodity situations. Most of these reports will require forecasting, as well as thorough explanations of past and present developments.
- ♦ Prepares replies to special USDA requests for information about various agricultural matters.
- ♦ Reviews government publications, newspapers, trade association materials, etc., for information needed for required, voluntary or special reports.

**A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact 71-107-172 or 71-107-230.**

### **REQUIRED QUALIFICATIONS:**

**Education:** Possession of Bachelor's degree in agricultural economics, agricultural marketing/business, general agricultural, or economics is required.

**Work Experience:** From four to seven years of prior experience in the economic aspects of agriculture, including experience in marketing, and/or the analysis and interpretation of data and presentation of findings in written form.

**Language:** Level IV (Fluent) in English, French and Arabic is required.

**Knowledge:** A thorough understanding of the state of agricultural development and trade in Tunisia. Familiarity with government offices and trade associations concerned with agricultural imports.

**Skills and Abilities:** Ability to develop and maintain an extensive range of senior level contacts in government and private sector circles. Ability to inter-relate developments in the field of agriculture to the broader forces at work in Tunisia. Ability to plan, organize, and execute market development projects and complex research projects and to prepare precise and accurate analytical reports.

## **SELECTION PROCESS:**

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

## **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment (SF-171 or OF-612); or  
a current resume or curriculum vitae that provides the same information as an OF-612; plus
2. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

**These employment applications can be found on our Mission's webpage on the Internet at [http://tunis.usembassy.gov/job\\_opportunities.html](http://tunis.usembassy.gov/job_opportunities.html).**

## **SUBMIT APPLICATION TO:**

E-mail: tunisapplicants@state.gov

Fax: 71-107-080

Regular mail:

Human Resources Office

American Embassy Tunis  
Les Berges du Lac  
1053 Tunis, Tunisia

**DEFINITIONS:**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- ◆ US Citizen; and,
- ◆ EFM (see above) at least 18 years old; and,
- ◆ Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- ◆ Spouse;
- ◆ Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- ◆ Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- ◆ Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- ◆ Not an EFM; and,
- ◆ Not on the travel orders of the sponsoring employee; and,
- ◆ Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family

member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- ◆ Is not a citizen of the host country; and,
- ◆ Does not ordinarily reside (*OR*, see below) in the host country; and,
- ◆ Is not subject to host country employment and tax laws; and,
- ◆ Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- ◆ Is locally resident; and,
- ◆ Has legal, permanent resident status within the host country; and,
- ◆ Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

**CLOSING DATE FOR THIS POSITION: October 30, 2008**

The US Mission in Tunisia provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Drafted, Approved and Cleared in accordance with Post Regulations

Distribution: A&B